

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

116
P.D. 65
P. o.p.!

UNITED STATES DEPARTMENT OF AGRICULTURE
SCIL CONSERVATION SERVICE
Washington, D. C.

LIBRARY
CURRENT SERIAL RECORD
MAY 4-1943

FIELD MEMORANDUM SCS NO. 1050-A

RE: Hours of Duty

October 21, 1942

TO ALL RANKING FIELD OFFICERS:

There is quoted below Personnel Circular No. 108 (Revision I), Supplement No. 1 in regard to hours of duty of employees of the Department:

"Paragraphs 7 and 9 of the General Public Regulations contained in Personnel Circular No. 108 (Revision I), dated January 20, 1942, are amended to read as follows:

7. (a) The hours of duty per week stipulated in the foregoing paragraphs are predicated on a service period of five full days and four hours on Saturday. If service in excess of four hours is required on Saturday for protection of the public interest, compensatory time off shall be granted by the shortening of some other work day which, if practicable, shall be within the following week. In the case of seasonal employees, such compensatory time may be carried over to the immediately succeeding season but not thereafter. The compensatory time allowed for service exceeding four hours on Saturday shall not exceed the difference between four hours and the normal work day (eight hours.)
 - (b) The non-work day in both the departmental and the field services shall ordinarily be Sunday. However, if the work of the Department requires that certain employees regularly work on Sunday they shall be granted in lieu thereof a day off at some other time during the week. Such lieu day shall be considered as the non-work day and shall be fixed by a responsible administrative officer of the bureau or office concerned. Departmental or field employees who are required, in the public interest, to work on holidays falling within their regular tours of duty shall be granted a lieu day off at some other time during the week. Such lieu day shall be established by a responsible administrative officer. Lieu time off shall not be granted for work on Sundays or holidays ordered by the Secretary or other responsible administrative officer as a part of the war effort.
9. If necessary in the public interest, service in excess of the standards prescribed in the foregoing paragraphs may be required."

H. E. Jones
Assistant Chief

